



Minutes of the Town Council meeting held on Monday 5th June 2023 at 7pm in the Cleobury Country Centre, Cleobury Mortimer.

Present:

Cllr John Greaves (Chair), Cllr Neil Tysall, Cllr Guy James, Cllr Patrick Buck and Cllr Sally Burns.

Town Clerk: Mrs D McBride. Deputy Town Clerk: Miss S Dolphin.

The Chair Cllr John Greaves welcomed everyone to the June meeting.

06.01.23 Apologies for absence.

Cllr Geoff Hainsworth - holiday.

06.02.23 Democratic Public Time.

There was one member of public present.

Mr Smith commented on the good presentations at the Annual Town Meeting but that a more central location may encourage more public attendance. Mr Smith stated that the oak tree nursery has been moved to the Allotments. Locations are being identified for planting the oak trees out when they have grown to an appropriate size. There are good reports on bat colonies at Mawley. There followed a discussion on Community Infrastructure Levy (CIL) funding and various projects, some of which will be in the revised Place Plan. A new pavement from the Toll House junction to Vaughan Road (adjacent to the Medical Centre) which the Town Council proposed had been costed out by WSP using CIL money but no update has been received on when this work could be carried out.

06.03.23 Declaration of interests.

Cllr Buck declared an interest in Agenda items under 06.08.23 relating to the Food Bank.

06.04.23 Minutes of the Town Council Meeting held on Tuesday 2nd May 2023.

Council **RESOLVED** to approve the Minutes of the meeting held on Tuesday 2nd May 2023, duly signed by the Chair.

06.05.23 Matters arising from the Minutes.

Mrs McBride gave the following update:

Highways & Paths

Highways and Traffic Engineering have been chased on all our outstanding issues but there has been no response. On the back of the Highway department review, our unitary councillors are pushing for more funding for us to undertake more local maintenance under the Environmental Maintenance Grant although we are still waiting for a meeting to discuss work schedules.

Concerns regarding the Vehicle Activated Sign at Quarry Bank being faint and overgrown have been reported to Shropshire Council and chased up with the WSP officer dealing with previous issues.

There have been further complaints regarding dogs roaming and fouling on private property at Cleobury Meadows and Vaughan Road. We have obtained quotes for signs to be installed to inform dog walkers to keep control of dogs, pick up waste etc at £16 each plus VAT.

Love Cleobury signs for the street planters have been quoted at £36 each.

Thanks to Men's Shed and our Maintenance Supervisor, the bench has been reinstated beside the path from Lacon Childe School to Cleobury Meadows.

Childe Road East (Talbot) Car Park

Shropshire Council have asked for confirmation of the re-lining option we preferred at this car park – it will be relined to the same layout with 37 regular and three disabled spaces.

Street Lights

Our contractor has been chased for options to resolve the issues with faulty lights. They have not come back with anything yet as they have also had some staff changes.

Bus Shelters

The supplier has been chased to install the outstanding seats and Bus Stop notices.

Initials.....**JG**.....



Playing Field

A meeting with the Primary School about the on-going parking concerns and also the use of the Playing Fields is yet to be arranged. The Cricket Club have been asked to move their mower and ground covers. The football nets will be taken down so that all the grass can be cut. Other nets will be sourced to replace the current ones. The goals are seven years old and prices are being sought for replacements. We are still hopeful of taking on the Football Club's container on the Playing Field to support activities on the Playing Field.

Post Office

There has been regular contact with the Postmaster regarding the current temporary closure and we have written to Post Office with our concerns over the lack of service in our community. Post Office have said it is a temporary closure for operational reasons but they recognise the importance of Post Office services in communities such as Cleobury Mortimer and are working to restore Post Office services as quickly as possible.

06.06.23 Councillors' reports and items for future agendas.

- Cllr James commented that the access track created on the Bayton Road appears wider than permitted. Cllr Butler confirmed he has been asked to look into this and felt that once the entrance splays were built it would be compliant with the planning permission.
- Cllr Tysall thanked everyone for working with the new email protocols and use of Microsoft Teams and Outlook Calendars. Cllr Tysall suggested the Outdoor Community Kitchen, previously proposed in the initial stages of the Neighbourhood Development Plan, is considered for CIL funding. Also, that public information boards at venues such as the Wells, Castle Hill, St Mary's Church to highlight their historic importance are made to encourage tourism. The flag pole needs some attention, perhaps repainting. A formal inspection will be carried out in the first instance and reported back to Council. Cllr Tysall asked if more bulbs and wildflowers can be planted in the QEII Park following the tree survey and as part of the redesign programme.
- Cllr Greaves reported on the Annual Town Meeting and confirmed that the presentations were very good and provided an opportunity for networking and community discussions. It is being proposed to hold next year's meeting in the Market Hall. A resident has a brass plaque with information about Simon Evans which had been on the road sign to Simon Evans Close. This could be reinstated if relevant permission is still in place from Shropshire Council. Cllr Greaves agreed that such information would support Cllr Tysall's proposal and help revitalize the Historical Trail around town. Tourism could be further encouraged through a local Museum and a Touring Caravan Park. An independent examiner has been appointed for the Neighbourhood Development Plan. The examiner has raised a number of questions which are being addressed by Shropshire Council, the Town Council and our Planning Consultant. Depending on how this progresses, a Referendum could take place in early 2024.
- Cllr Burns raised her concerns that private ground had been cut by contractors but public ground had been left. This matter has been taken up with Shropshire Council. Cllr Burns commented on the amount of spray used in the QEII Park, which seemed excessive as the amount of dead grass looks bad.
- Cllr Buck asked if council would consider purchasing a CCTV Camera for temporary use in the centre of town for better coverage due to various issues being reported. The footage could be given to the police to action. Matter to be on next Agenda.

06.07.23 Unitary Councillors' Reports.

The Unitary Councillors had sent their June report which had been distributed.

Cllr Butler had attended the 'Meet the Leader' event at the Library recently. It was well attended by residents from neighbouring parishes. Cllr Butler has asked Highways to clear the pavement from Cleobury to the Blount Arms when they re-surface the road this autumn. There is a vacancy on the Childe Endowment Trust for a councillor. The Childe family have more money which they are interested in investing in the charity. Cllr Butler asked if the Town Council could help revitalise the charity as by working together it would raise the profiles of both organisations. (This matter will be discussed at the July meeting.) With regards to historical information Cllr Butler suggested the Council look at Mrs Groves's video on You Tube. The NDP Referendum could be linked with the PCC election next year to save costs and also help increase the message about Voter ID requirements. Cllr Harris stated he had attended a presentation regarding Shropshire Verges and that a number of Shropshire Council members were supportive of No Mow May to enhance roadside verges' biodiversity. Cllr Harris reported a 30% increase in Library borrowing across the county.

Initials.....**JG**.....



06.08.23 Financial Matters.

a) Council RESOLVED to approve the following payments and cheques were signed:

Cleobury Country – Meeting Room Hire – £30.00
SALC – Annual Affiliation Fees - £1,340.82
D M Payroll Services – Internal Audit Review Fee - £195.00
Mrs D McBride – Reimbursement for Website Domain Renewal - £57.55
A J Gallagher – Annual Insurance Fee - £2,859.82
Furniture at Work – Pedestal desk - £171.60
I4Media Ltd – Love Cleobury Banners - £207.86
Rialtas – Software support Fee - £155.32
R Price- Grass Cutting (May) - £1,170.00
Ms Christine Smith – Festival advertising - £30.00
A Wakeman – electrical inspection and repairs at Toilets - £444.00
Market Hall Trust – Room Hire (Food Bank, Refugees, Police) - £120.00
The following invoice had been received after the Agenda was published:
Market Hall Trust – Room Hire – (Food Bank, Police) - £300.00

b) Council noted receipt of the following income:

Precept - £117,892.00
Neighbourhood Fund - £4,093.60
Environmental Maintenance Grant - £1,500
Thriving Communities Grant - £17,010
Cemetery Receipt - £470.00
Market Hall reimbursement for key/lock - £312.00
Bank Interest - £116.53
Parish Hall – court costs instalment - £100.00

c) Council RESOLVED to approve the following Debit Card payments made:

Shropshire Council – Festival Licence - £21.00
Office Petty Cash top up - £200.00
Amazon – Office Supplies - £25.96
Expert Locksmiths – Market Hall lock and keys - £312.00
Viking – Toilet and Office Supplies - £153.28
Timpson – Container Keys - £18.00
SLCC – Cemetery Training Course - £36.00
Cleobury Cafe – Meeting Refreshments - £14.38
Food Bank Petty Cash and Vouchers - £325.00

d) Annual audit and accounts for year ending 31st March 2023

1. Council confirmed there were no conflicts of interest with PKF Littlejohn LLP.
2. Council noted receipt of the Internal Auditor's Reports.
3. Council considered and approved AGAR Section 1 Annual Governance Statement 2022-23.
4. Council considered and approved the Accounts and Bank Reconciliation for the year ending 31st March 2023.
5. Council considered and approved AGAR Section 2 Accounting Statements 2022-23.

06.09.23 Planning Matters.

a) New Planning Applications:

1. Reference: 23/01836/LBC (validated: 28/04/2023)
Address: Barn And Workshop North East Of Mawley Hall, Cleobury Mortimer, Shropshire
Proposal: Installation of two ventilation dormers and two bat crevices within the roof of the Spa Barn at Mawley Hall
Applicant: Mawley Hall LLP
Outcome: Council RESOLVED to have no objection to the proposals.

Initials...**JG**.....



2. Reference: 23/01759/FUL (validated: 02/05/2023)
Address: 15 Church Street, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8BX
Proposal: Refurbishment and conversion of 1No flat to 4 bedsits
Applicant: Mrs. E. Griffiths (C/O Mumfords, Church Street, Cleobury Mortimer, DY14 8DJ)
Outcome: Council RESOLVED to object to the proposals. Council felt the style and scale of the proposal is inappropriate and represents an over-intensified conversion of a Grade II Listed Building. Small, affordable accommodation is supported but the proposed bed-sits are very small and not conducive to comfortable accommodation. There are no dimensions or scales on the drawings. The sanitary arrangements are limited with no separate handbasin for personal washing. There is no additional parking being provided and limited parking on the High Street and the public car parks. Any additional vehicles would impact access to Castle Hill, St Mary's Church and the Market Hall. There also needs to be adequate provision for waste bins.
3. Reference: 23/01760/LBC (validated: 02/05/2023)
Address: 15 Church Street, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8BX
Proposal: Refurbishment and conversion of 1No flat to 4 bedsits affecting a Grade II Listed Building
Applicant: Mrs. E. Griffiths (C/O Mumfords, Church Street, Cleobury Mortimer, DY14 8DJ)
Outcome: Council RESOLVED to object to the proposals. Council felt the style and scale of the proposal is inappropriate and represents an over-intensified conversion of a Grade II Listed Building. Small, affordable accommodation is supported but the proposed bed-sits are very small and not conducive to comfortable accommodation. There are no dimensions or scales on the drawings. The sanitary arrangements are limited with no separate handbasin for personal washing. There is no additional parking being provided and limited parking on the High Street and the public car parks. Any additional vehicles would impact access to Castle Hill, St Mary's Church and the Market Hall. There also needs to be adequate provision for waste bins.
4. Reference: 23/01857/LBC (validated: 02/05/2023)
Address: Mawley Hall, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8PN
Proposal: Reinstatement of historic ground level within service yard and installation of timber structure to house condenser units and associated works (modification to previously approved 21/05721/LBC)
Applicant: Mawley Hall LLP (C/o Agent)
Outcome: Council RESOLVED to have no objection to the proposals.
5. Reference: 23/01922/VAR (validated: 05/05/2023)
Address: Barn And Workshop North East Of Mawley Hall, Cleobury Mortimer, Shropshire
Proposal: Variation of Conditions 2 (Approved Plans), 3 (Artificial Nesting Opportunities) and 4 (Natural England European Protected Species Mitigation Licence) attached to planning permission 20/04882/VAR dated 19/01/21, which varied Condition 2 of the original permission 18/03264/FUL dated 10/09/18 for, conversion of barn into ancillary leisure accommodation, demolition of existing pavilion and erection of pool house, formation of outdoor pool, erection of two pavilions and linking pergola, erection of garden walls and gates, landscaping and other associated works, namely, to allow for the installation of two ventilation dormers and two bat crevices within the roof of the Spa Barn.
Outcome: Council RESOLVED to have no objection to the proposals.
6. Reference: 23/01883/FUL (validated: 25/05/2023)
Address: Woodside Fishery, Milson, Kidderminster, Shropshire, DY14 0BU
Proposal: Erection of a single four bedroom holiday cottage to accommodate families or groups with associated parking
Applicant: Woodside Fishery (Mr Peter Hughes, Woodside Bungalow, Tenbury Road, DY14 0BU)
Outcome: Council RESOLVED to support the proposals but note that the visibility splays need to be maintained throughout the year to ensure safe access and egress at the junction with the road.

Initials...**JG**.....



7. Reference: 23/01910/FUL (validated: 26/05/2023)
Address: 4 Simon Evans Close, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8AX
Proposal: Proposed extension to 4 Simon Evans Close to include rear ground floor kitchen, Side 1st floor bedroom and enhanced Ground floor living area. Front ground floor removal of bay window and extended front elevation living area.
Applicant: Mr Ross Walker (4 Simon Evans Close, Cleobury Mortimer, DY14 8AX)
Outcome: Council RESOLVED to have no objection to the proposals.

b) Planning Decision (FOR INFORMATION ONLY):

1. Reference: 23/01078/FUL (validated: 17/03/2023)
Address: Public Conveniences, Sunny Bank, Eagle Lane, Cleobury Mortimer, DY14 8RA
Proposal: Demolition of a concrete and brick built public convenience and its replacement with partial retaining rubble stone garden wall
Decision: Grant Permission

The following item was brought forward.

06.16.23 Boundary Commission's recommendations for Shropshire Council's divisions.

Council discussed the recommendations from the Boundary Commission to split the Cleobury division into two; with Cleobury Mortimer parish being joined with Milson, Neen Sollars, Nash, Coreley and Boraston and all other neighbouring parishes grouped under a Rural Division. Council RESOLVED to respond to the consultation and state it prefers to remain as a two-member division as the established precedent works very well. It is important to have communication with all our neighbouring parishes to share information and work together on community concerns. The links with two Unitary councillors helps enable this currently and splitting them would be inefficient but also the Rural Unitary councillor would have even more parishes to cover than with the current system.

06.10.23 Gazebo for community events – Cllr Greaves.

Council RESOLVED to purchase a 3m x 3m pop-up gazebo (costing up to £200) for community events.

06.11.23 Faculty application for the new security fencing in St Mary's churchyard.

Council RESOLVED to support the faculty application for the new security fencing in St Mary's churchyard.

06.12.23 Union Jack bunting and flags – Cllr Tysall.

Council agreed to review the condition of the Union Jack bunting and flags on the main road on a monthly basis. When everything is taken down, it will be assessed and if in good condition will be stored for future events.

06.13.23 Coronation plaque and commemorative tree.

Council RESOLVED to purchase a Coronation plaque costing £199 and seek permission to install this on the Market Hall. Council RESOLVED to plant an oak tree in the QEII Park this winter once the tree survey and maintenance work has been completed.

06.14.23 Safety and Security Warden – Cllr Greaves.

Council considered the proposal to create a volunteer role for a Safety and Security Warden. Due to the requirement for a job description, procedural management of the Warden, risk assessments etc to protect the volunteer and the Council it was agreed to not progress this currently. Council will engage more with our Neighbourhood Watch Group and encourage more police visibility in the area. There is a Police and Community Together (PACT) meeting on Wednesday 14th June, 7pm at the Parish Hall.

06.15.23 Business Cards and Identity Badges.

Council RESOLVED to purchase generic Council business cards but not personalised ones. Council RESOLVED to purchase Identity Badges for staff, councillors and volunteers who represent the Council publicly ie Tree Warden and Festival Coordinator.

06.17.23 Action Log Review.

Due to time constraints, Council deferred the Action Log Review until the next meeting.

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06.18.23 Date of next Town Council meeting.
The next Town Council meeting will be held on Monday 3rd July 2023.

The Chair read out the following statement:

Under section 100a (4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12a of the Act by virtue of the paragraph specified against the items.

At 9.27pm there was a short break and the meeting reconvened at 9.28pm.

06.19.23 Market Hall.

The Market Hall Manager gave an update on the Market Hall since she started in May. The front door lock has been changed and a new digital key safe has been installed for users. Quotes for painting the internals of the Hall are being sought. One grant application has been completed to contribute towards the painting costs and obtaining new blinds, especially for the function room upstairs. Building improvements including works to the lift will be investigated and further grants sourced. External lighting and the bollard system at the front of the building will be reviewed.

A new logo is being designed and increased marketing of the Hall and the Saturday Market is underway. A new payroll system has been set up and financial administration is progressing well. Users have adapted to the change in management with really constructive and positive feedback. A Market Hall Trustees meeting will be arranged later this month.

Meeting closed at 9.38pm.

Signed:.....*J Greaves*.....Chair

Date.....*3rd July 2023*.....